

10 July 1978

MEMORANDUM FOR: Omego J. C. Ware, Jr.
Director, Equal Employment Opportunity

FROM : [REDACTED]
Chairman, Federal Women's Program Board

SUBJECT : FY 79 Equal Employment Opportunity Plan

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The Board's suggestions for the EEO Plan were submitted informally to [REDACTED]. However, they are listed here again for your information:

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The Board would like to see all references to action by individual Directorates expanded to "Agency" level, as in the following:

Para 4.1.6.1 - Change DDS&T to Agency. Also in Paras 4.2.1.2, 4.2.1.3, 6.1.1.5, 6.1.1.7, 7.2.2, 7.2.3.1.

Para 1.2.1.5 and 1.4.1 - We feel the terminology should mention specifically the Federal Women's Program Board. If the terminology Women's Groups is used, it should be understood to include the Federal Women's Program Board, the Directorate Working Groups, the Secretarial MAG, and any other groups established to represent women's interests.

The following objectives have been suggested for consideration for next year:

1. Continuing emphasis on recruitment objectives and uniform personnel policies.
2. Establishment of a full-time Federal Women's Program Coordinator in the Office of EEO.

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3. Consider alternatives to establishment of a Federal Women's Program Board Working Group in the DDO.

4. Where possible, include an EEO Officer, at least in the capacity of observer, in various Agency panels, e.g. Career, Promotion, Ranking, Personnel Development Plans, etc.

5. As part of their career development, encourage women to take courses in supervision and management training.

6. Promote writing of job descriptions that more accurately describe requirements for the position.

7. A better exchange of information among Directorates on employment opportunities in each Directorate.

8. Consider adoption of the Civil Service regulation under which an employee assigned to a position higher than his current GS grade is promoted after three months of satisfactory performance in that position.

9. Recommend that Career Management Officers have prior personnel experience.

10. Develop a profile on panel rankings over the last five years to determine if women as a group have been adversely affected.

Attached is a copy of a memorandum from Ms. [redacted] NFAC representative, with additional comments.

Report of Accomplishments

The Federal Women's Program Board met with the DCI and presented a list of recommendations for his consideration. The Board feels that its expressions of concern had an impact and were reflected in the following:

- [redacted] Uniform Promotion System
- [redacted] Three-Year Leave Without Pay Policy

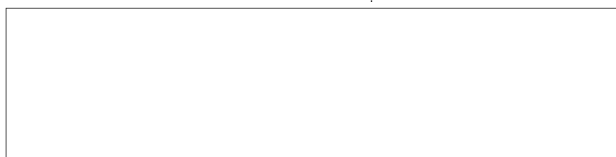
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"Notes From the Director" recommending that vacancy notices be widely disseminated.

Review of policies and procedures pertaining to the hiring of spouses on contract in overseas stations.

Establishment of a task force to study the need for a day care center for use by Agency personnel. The Board is actively assisting the task force.



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Attachment: a/s

14 June 1978

MEMORANDUM FOR: [] Coordinator,
Federal Women's Program

FROM : [] NFAC Representative
Federal Women's Program Board

SUBJECT : 1978 EEO Plan

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STATDefinitions and Application of Term: Minorities

Although page 7 identified women as part of a minority mix, the rest of "Section III, Recruitment" does not adequately identify women as a minority. Should not the objective to "increase the number of minority applicants possessing skills pertinent to technical and professional positions" be enlarged to apply in every reference to "minorities"--as "including, particularly blacks, Hispanics, and women"? In other instances should not references be made to "women and other minorities"?

For example, could not the objective to "concentrate efforts on hiring mid-level minority employees" be enlarged to include women? Suitable actions could include recruiting visits to university campuses to interview women in professional fields of interest to the Agency, and to conventions of women's groups, such as Federally Employed Women (FEW), Business and Professional Women (BPW), and the American Association of University Women (AAUW).

To assist women re-entering the work world, should not the objective to "accurately describe position qualification requirements in terms of actual capabilities and background rather than relying only on upper level academic degrees be enlarged to read, "including acceptance of some non-paid service, as job qualification." Because volunteer assignments often provide workers with valuable opportunities to develop organizational and personnel management skills, and to maintain and update degree work and other training obtained some years previously, these assignments should be evaluated, too, to determine if they provide suitable background experience.

References to a Single Directorate

As mentioned in the statement already composed by the Federal Women's Planning Board, references to projected actions within a single directorate should be enlarged to include all Agency directorates. For example, a worthwhile action goal such as "Full and priority attention to minority applicant files by DDO components" would give valuable impetus to the careers of all deserving Agency-employed women. Other projected actions in the 1978 EEO Plan could similarly benefit women.

Additional Suggestions

In Part IV, Full Utilization of Skills and Training, women could be informed through Federal Women's Program Working Groups of assistance and information available from career and EEO counselors. Workshops sponsored by Working Groups could answer employees' general questions, and information presented by counselors at Working Groups' monthly meetings could, in turn, be disseminated to individual employees to encourage their solicitation of career and EEO services.

In Section V, Upward Mobility, could the objective to "Encourage improvement and expansion of existing programs and creation of new programs" include lunch hour workshops to be sponsored by the Federal Women's Planning Board and individual Working Groups? These workshops could inform of Upward Mobility actions that employees themselves should assume, such as "assertive" dress; improvement of work habits; development of relevant skills; personal career planning, including specific sources of assistance and guidance; and re-emphasis of security procedures.

Concerning Section IX, Federal Women's Program, there is a great need to formalize the flow of information of interest to women employees. It is suggested that career and EEO counselors channel information and assistance requests through the Federal Women's Program Board for several reasons.

One, Board members can give guidance as to priority and methods to achieve mutually desirable goals. The resulting information--such as requests for assistance and data, proposals for programs of interest to women, and needs for evaluation of achievements--can then be disseminated in an orderly and responsible manner to all interested Working Groups for redistribution, as appropriate, to individual employees.

Two, all responses can be similarly coordinated and final guidance can be given to the requesting counselors.

Three, a record can be kept of requests, evaluations, and final solutions for the guidance of succeeding Board and Working Group members and EEO and career counselors. This fund of information can be the basis for planning future programs to address logically and efficiently--eliminating any chance of needless repetition--any problems relating to Agency-employed women.

Because Board members are expected to give 20 percent of their working time to Board activities, the responsibilities for coordinating all such efforts is too much for a single officer. Therefore, it is suggested that the Federal Women's Program Board appoint a slate of officers in addition to the present chairperson to assume responsibility for a variety of tasks, such as records, statistics, publicity, program planning, correspondence, and coordination with Working Groups, EEO and career counselors, and management. In this way the chairperson can devote her time to coordination of activities and communication, and general leadership and guidance.